

**CONDITIONAL USE AMENDMENT PERMIT APPLICATION
LEVY COUNTY, FLORIDA**

Filing Date: _____ **Petition Number CU** _____
Fee: \$600.00 **Validation Number:** _____

TO THE LEVY COUNTY PLANNING COMMISSION:

Conditional Use Permits Amendments are intended to provide for land use and activities not permitted "By Right" or as a Special Exception in the applicable zoning district. The proposed use or activity must meet the standards below. Because a Conditional Use Permit Amendment is not normally permitted in a particular district, the burden is upon the applicant to document that the granting of the Conditional Use Permit Amendment, as an exception, will not create a hardship upon adjoining properties as they are currently being used or as they may be used in the future. [Source: Land Development Code, Section 50-841]

This application is hereby made to the County Commission of Levy County, Florida pursuant to the provisions of Chapter 163, Florida Statutes, the adopted Levy County Comprehensive Plan and the Levy County Zoning Ordinance petitioning for a Conditional Use Permit Amendment on the following described property:

I. OWNER/APPLICANT REQUEST INFORMATION: Please print unless otherwise specified.	
Applicant's Name _____	Owner's Name _____
Address _____	Address _____
_____ Zip Code _____	_____ Zip Code _____
Phone No. (____) _____	Phone No. (____) _____

II. PARCEL INFORMATION:		
Parcel Number (s)	Section/Township/Range	Acreage
1. _____	_____	_____
2. _____	_____	_____
Total Acreage:		_____
Subdivision name (if applicable): _____ Lot _____ Block _____		
Current Zoning: F/RR <input type="checkbox"/> A/RR <input type="checkbox"/> RR <input type="checkbox"/> RR-2 <input type="checkbox"/> Industrial <input type="checkbox"/>		
C-1 <input type="checkbox"/> C-2 <input type="checkbox"/> C-3 <input type="checkbox"/> C-4 <input type="checkbox"/> RMU <input type="checkbox"/>		
Current Land Use: LDR <input type="checkbox"/> MDR <input type="checkbox"/> HDR <input type="checkbox"/> Commercial <input type="checkbox"/>		
F/RR <input type="checkbox"/> A/RR <input type="checkbox"/> RR <input type="checkbox"/> Industrial <input type="checkbox"/>		
NR <input type="checkbox"/> CON <input type="checkbox"/> Public <input type="checkbox"/> RCN <input type="checkbox"/>		

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LEVY COUNTY, FLORIDA**

Current Use (Actual) and Improvements on the Property: (i.e. Single-family home, well and septic, pole barn, etc....)

Requested Use, Activities and Development associated with the Proposed Conditional Use Permit:

_____ (*Use additional sheets if needed)

Directions to the Property: (Please start directions from a State or County Road)

III. TO BE SUPPLIED AT THE TIME OF SUBMISSION: Attach the items in the order listed below. The application will not be processed without these items.

Property Description

- Property Deed:** The most recent one pertaining to the proposed amendment property; obtained from the Clerk of the Circuit Court's Office.

- Certified property boundary survey.** Provide a certified legal boundary survey of the proposed amendment site. If the proposed Conditional Use Permit Amendment is to be on only part of the parcel, indicate that area. The legal description of the parcel or portion of the parcel must be described and signed and stamped by a certified Registered Land Surveyor (RLS), (PLS, PMS) or a Civil Engineer.

- Detailed Site Plan.** See Section IV of this application for required information to be shown on the site plan.

- Photographs.** Provide at least four (4) photographs showing site views from the site looking north, south, east and west. Identify the photo viewpoint and provide a brief description beneath each view (see Application Photo Directions, attached). Additional photos showing relevant information may also be included.

**CONDITIONAL USE PERMIT AMENDMENT APPLICATION
LEVY COUNTY, FLORIDA**

Maps: All required maps and information can be obtained at the Levy County Property Appraiser's Office.

Property Appraiser's Parcel Map.

1. Identify the proposed site clearly using a color or pattern.
2. Identify on the map the existing uses within 300 (three hundred) feet of the subject property's boundary using the following descriptive types: Residential, Commercial, Industrial, Recreation, Crops/Farming, Silviculture and Undeveloped. Please indicate all uses on the adjacent property. For example, residence and crops/farm, or Commercial/restaurant and recreational/golf course.
3. Identify the FLUM designation and zoning classifications for those properties identified by question #2.

Property Appraiser's Aerial Photograph with Parcel Overlay. Identify the proposed site clearly using a bright color or pattern taking care to obscure as little information as possible.

Documentation

Existing Conditions and Compatibility on Property adjacent to the proposed amendment site. Provide a cover letter for this application which documents in writing how you believe the proposed Conditional Use Permit Amendment will be compatible with the adjoining development and the proposed zoning district where it is to be located.

IV. Detailed Site Plan. The developer shall submit a site plan of his proposed Conditional Use Permit Amendment to be reviewed by the Planning Commission and the Board of County Commissioners. The site plan should be detailed at a scale of 1" = 10' or larger [subject to the Zoning Official's approval], showing the relationship of the proposed use to:

1. The parcel on which it is to be located.
2. Adjacent land uses.
3. Ingress and egress

**CONDITIONAL USE PERMIT AMENDMENT APPLICATION
LEVY COUNTY, FLORIDA**

V. Additional Written and Mapping Documentation is required for the specific proposed Conditional Use Permit Amendment listed in Schedule I in applicable Zoning Districts. These uses include, but are not limited to, Mining, Excavation and Quarries, development in the Airport Overlay Zone, and Concentrated Commercial Farming Operations. Confirm with the Zoning Department whether the proposed use requested has additional requirements.

VI. In order for a Conditional Use Permit Amendment to be approved the Board of County Commissioners must find that the following items are true:

- a. It is consistent with the intent of the zoning district in which the use is proposed.
- b. It meets or exceeds the minimum standards for the zoning district.
- c. It will have a beneficial community impact.
- d. It is consistent with an adopted local, regional and state plan.

General Requirements:

- a. *Intensity of land.* The intensity of land use must be equal to or lower than that permitted within the district; i.e., lower lot coverage, fewer units, etc.
- b. *Setbacks.* Setbacks must be equal to or more than that permitted within the district.
- c. *Adjacent land uses.* The proposed use must be compatible with all adjacent land uses.
- d. *Comprehensive Plan.* The proposed use must be compatible with the policies adopted as a part of the comprehensive plan.

VII. COMPREHENSIVE PLAN. The proposed use must be compatible with the Comprehensive Plan and Future Land Use Map. Refer to the adopted Levy County Comprehensive Plan for applicable goals, objectives and policies. For assistance, call the Levy County Planning Department at 352/486-5405.

VIII. APPLICATION INSTRUCTIONS:

- (a) Provide **twenty-four (24) copies** of the completed application and all supporting documentation along with a processing fee of \$600.00. Please note, application fee may be subject to change. Confirm fee at the time of application. **Note: All copies must be bound.**

**CONDITIONAL USE PERMIT AMENDMENT APPLICATION
LEVY COUNTY, FLORIDA**

- (b) If the applicant is not the owner of record of the property, the owner must agree to this application either by signing the application form, or by submitting a notarized letter authorizing the applicant to act as an agent. **Owner’s authorization is required at the time this application is submitted.**
- (c) All required documentation and submission material is required to accompany the application at the time the request is submitted. Applications are screened for completeness. Depending on the proposed use, additional information may be required. Failure to provide all information and submission material required shall delay the public review of the application until such time as all materials are received.
- (d) The minimum criteria for the applicable zoning district must be met uniformly by every conditional use. These standards are not exclusive of any other standards which may be established by the Board of County Commissioners due to particular circumstances which are unique to the property for which the conditional use is being requested.
- (e) Conditional Use Permit Amendment applications are processed once a month. Applications submitted by the first day of the month preceding the next regular monthly planning commission meeting will **tentatively** be scheduled, advertised and presented at the public hearing the following month. Applications received after the first day of the month will not be scheduled for the following month.
- (f) Any information changes must be submitted, in writing, to the Development Department and received one week prior to the Planning Commission Public Hearing.
- (g) Applications may be submitted as follows:
 - In Person: Levy County Zoning Department, located on Alternate 27 (622 East Hathaway Avenue), within the Levy County Building and Zoning Office.
 - By Mail: Levy County Zoning Department, Levy County Courthouse, Post Office Box 672, Bronson, Florida, 32621.
- (h) With approval by the Development Director, this office will prepare 2 posters (Notice of Land Use Action) and place them on the subject property approximately 2 weeks prior to the public hearing.
- (i) Abutting property owners will be notified by mail of the request. “Abutting property” is any property immediately adjacent or contiguous to the property which is the subject of this request or located within 300 (three hundred) feet of the subject property lines including, immediately across any road or public right-of-way for said property.

**CONDITIONAL USE PERMIT AMENDMENT APPLICATION
LEVY COUNTY, FLORIDA**

(j) It is highly advised that the applicant or representative be present at the Public Hearing by the Planning Commission and the Board of County Commissioners. The Commission, at its discretion, may defer action, or take decisive action on any application.

Additional Assistance: If you require further information, please contact the Levy County Development Department at (352) 486-5203 or visit the above address in person.

OFFICE USE ONLY:	
Planning Commission Public Hearing Date:	_____
Planning Commission Recommendation:	Approval <input type="checkbox"/> Denial <input type="checkbox"/>
BOCC Public Hearing Date:	_____
BOCC Action:	Approval <input type="checkbox"/> Denial <input type="checkbox"/>
Ordinance Number:	_____ Adoption Date: _____

IX. CERTIFICATION

The undersigned has read and understands the application, and has received, read and understands the submittal requirements. It is agreed and understood that the undersigned will be held responsible for the accuracy of the application and information submitted. The undersigned hereby attests to the fact that the parcel number (s) and legal description (s) provided is/are the true and proper identification of the area of which the petition is being submitted. Signatures of all owners or their agents are required on this form. Signatures by other than the owner (s) will be accepted only with notarized proof of authorization by the owner (s).

Owner of Record	Owner of Record
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____

No person submitting an application may rely upon any comment concerning a proposed amendment, or any expression of any nature about the proposal made by any participant, at the pre-application conference as a representation or implication that the proposal will be ultimately approved or rejected in any form. To meet with staff to discuss the proposal, please call (352) 486-5203 for an appointment.

**CONDITIONAL USE PERMIT AMENDMENT APPLICATION
LEVY COUNTY, FLORIDA**

OWNER VERIFICATION

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the legal owner of the above described property.

Date Owner Signature

STATE OF FLORIDA
COUNTY OF _____

Owner Signature

Sworn to and scribed before me this _____ Day of _____ 20 _____, by (name)
_____.

Signature - Notary Public

Personally known _____ Or Produced Identification _____ (Type) _____

AGENT VERIFICATION (if applicable)

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the authorized agent of the above described property.

Date Authorized Agent Signature (if applicable)

STATE OF FLORIDA
COUNTY OF _____

Sworn to and scribed before me this _____ Day of _____ 20 _____, by (name)
_____.

Signature - Notary Public

Personally known _____ Or Produced Identification _____ (Type) _____

